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Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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November 19, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

13 November 19, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in various County departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 84 positions to implement results of classification studies in the Departments of Animal Care and Control, Children and Family Services, Fire, Health Services, Mental Health, Public Health, Public Library, and Public Social Services.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the

proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

### **Reclassifications**

There are 84 positions in eight (8) departments being recommended for reclassification (Attachment A). The duties, responsibilities and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual cost for the 84 positions that will be reclassified is estimated to total \$94,783 (all funds). Net County cost is estimated to be \$19,220. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

The Honorable Board of Supervisors

11/19/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:JA

PC:AE:rl

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Department of Human Resources  
Affected Departments

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS****ANIMAL CARE AND CONTROL**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Warehouse Worker II Item No. 2332A NM 71G Represented	Procurement Assistant II Item No. 2346A NM 76C Represented

The subject position reports to the Departmental Finance Manager I and is assigned to the Warehouse and Procurement Services Section, where it oversees the planning, assigning, and reviewing of work and overall daily operations. Duties include reviewing and approving purchase orders from routine to specialty items (i.e., vehicle tracking devices, vaccines, and animal micro-chips), as well as processing requests for vehicles and facility maintenance and repairs. The position is the primary contact with Internal Services staff, outside vendors and companies that provide contracted services.

The duties and responsibilities meet the allocation standards of Procurement Assistant II, a class that is responsible for supervising the procurement of a variety of technical items, bid review, vendor contact, expenditure reconciliation and regular management reporting, or comprehensive responsibility for procurement of goods, services, and equipment for multiple sites. Therefore, we recommend an upward reclassification to Procurement Assistant II.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Safety Officer Item No. 3036N 90D Represented	Safety Officer I Item No. 3037N NM 91C Non-Represented

The subject position is responsible for ensuring the department's compliance with provisions of the Federal and State Occupational Safety and Health Acts, and policies and procedures of the Illness and Injury Prevention Program. In addition, the position advises management of the findings of investigations and provides recommendations to protect the health and safety of the department's employees. The position also conducts safety training programs and leads Safety Committee meetings.

All classes in the Safety Officer series have responsibility for the development and administration of a comprehensive safety and accident prevention program. Safety Officer allocations throughout the County are based primarily upon the size of the department served and the risk exposure to the department's employees. As the Department of Children and Family Services is considered a medium to large sized department, we recommend upward reclassification to Safety Officer I.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****FIRE - ADMINISTRATIVE**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
3	Administrative Services Manager I Item No. 1002A NM 93L Non-Represented	Departmental Civil Service Representative Item No. 1881A NM 95A Non-Represented
1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented	Head Departmental Civil Service Representative Item No. 1882A NM 101L Non-Represented
1	Senior Departmental Personnel Technician Item No. 1849A NM 91A Non-Represented	Departmental Civil Service Representative Item No. 1881A NM 95A Non-Represented

The subject positions are assigned to the Professional Performance Section and report to a Battalion Chief. The positions are responsible for the review of high-profile cases received from the Board of Supervisors, Fraud Hotline, and outside agencies. In addition, the positions prepare and present cases involving all departmental actions which may be appealed to the Civil Service Commission.

The Administrative Services Manager I positions and Senior Departmental Personnel Technician position conduct administrative investigations and prepare detailed reports, settlement agreements, corrective action plans, and ensure all facts and findings are in compliance with department and County policy, rules, and regulations. The duties and scope of responsibility of these positions meet the Departmental Civil Service Representative allocation criteria. Therefore, we recommend upward reclassification of these positions to Departmental Civil Service Representative.

The Administrative Services Manager II position is responsible for handling and coordinating highly-complex and sensitive cases as well as all random-drug test scheduling. Duties include preparing comprehensive Rehabilitation Agreements, complete with stipulations on employee conduct, expectations and consequences. The duties and responsibilities meet the classification standards for Head Departmental Civil Service Representative. Therefore, we recommend upward reclassification to Head Departmental Civil Service Representative.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****HEALTH SERVICES – ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Nursing Instructor Item No. 5214A N21 RN07 Represented	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented
1	Special Services Assistant III Item No. 0852A N23 S12 Non-Represented	Medical Center Materials Manager Item No. 2405A NM 106E Non-Represented

In conjunction with Phase 2 of a departmental reorganization, we are recommending reclassification of the above subject positions to reflect the new managerial structure within the Supply Chain Unit. We recommend upward reclassification of the Nursing Instructor to Nursing Director, Administration and downward reclassification of the Special Services Assistant III to Medical Center Materials Manager.

**HEALTH SERVICES – JUVENILE COURT HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented	Senior Nursing Instructor Item No. 5216A N21 RN09 Represented

The subject position will report to the Director of Education Compliance and have responsibility for administering various aspects and components of Nursing and Allied Health competency testing. The position will be responsible for collaborating with committee experts to plan and develop written nursing and allied health competency and training materials; ensuring and providing oversight of DHS system-wide staff, educators, and managers for the purposes of Competency Assessment for Nursing and Allied Health; and maintaining operational procedures for the Education Compliance Program.

The duties and responsibilities proposed by the department are comparable in scope and level to Senior Nursing Instructor. Positions allocable to this class provide a full-range of training and educational services to a particular segment of a large organization, or positions may have the responsibility for the development and implementation of a highly-specialized and complex training or educational program throughout several segments of a large organization. Therefore, we recommend downward reclassification to Senior Nursing Instructor.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
<b>LAC+USC HealthCare Network</b>		
33	Nursing Attendant II Item No. 5100A NM 57K Represented	Nursing Attendant I Item No. 5098A N2M 53H Represented
<b>ValleyCare Network</b>		
1	Nursing Attendant II Item No. 5100A NM 57K Represented	Nursing Attendant I Item No. 5098A N2M 53H Represented

The subject positions function as “sitters,” and perform duties that can be performed by non-licensed nursing staff in providing one-to-one, in-person observations/monitoring services. The monitoring services ensure that the patient remains safe and free from injury or harm from self, other patients and/or environment. Positions work in a planned environment that is physically and emotionally conducive to patient comfort and safety. Sitters are assigned patients, who are chronically ill, but who are stable and require some bedside care, observation, and documentation of behavior.

Based on the identified duties and responsibilities, the appropriate classification to perform the “sitter” function is at the level of the Nursing Attendant I, a class that provides basic nursing services to patients. Therefore, we recommend downward reclassification to Nursing Attendant I.



**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****HEALTH SERVICES – RANCHO LOS AMIGOS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Accounting Systems Technician Item No. 0665A NM 83J Represented	Health Care Financial Analyst Item No. 0672A NM 88B Non-Represented
1	Health Care Financial Analyst Item No. 0672A NM 88B Non-Represented	Senior Health Services Fiscal Analyst Item No. 0722A NM 104B Non-Represented

The subject Accounting Systems Technician position reports to a Senior Health Services Fiscal Analyst and is primarily responsible for reviewing financial data depending on assigned financial programs to analyze and compare reimbursement requirements set forth by Federal and State agencies. Duties include evaluating financial performance information against expenditure standards to develop required reports. The duties and responsibilities of this position are more comparable to the scope and level of Health Care Financial Analyst, a class that prepares reimbursement claims for health care provided under Federal, State and special medical aid programs or prepares yearly budget requests, annual financial plans, and evaluates operational performance against expenditures standards. Therefore, we recommend upward reclassification to Health Care Financial Analyst.

The subject Health Care Financial Analyst position reports to a Fiscal Officer II, Health Services, and is assigned to the Expenditure Management Section, where it supervises staff responsible for performing revenue analysis to obtain reimbursement from various sources. The position oversees the development of various revenue reports to increase departmental efficiency and streamlines system security in accordance with the department's internal controls and procedures. The duties and responsibilities of the subject position meet the allocation standards for Senior Health Services Fiscal Analyst. By definition, this class supervises a team of fiscal personnel who are responsible for financial analysis and accounting systems design and cost and revenue accounting for the Department of Health Services. As such, we recommend upward reclassification to Senior Health Services Fiscal Analyst.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****MENTAL HEALTH**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Services Manager III Item No. 1004A NM 106K Non-Represented	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented
1	Chief, Administrative Support Bureau, Mental Health Item No. 4725A NM 104G Non-Represented	Administrative Services Manager III Item No. 1004A NM 106K Non-Represented
1	Health Program Analyst I Item No. 4727A NM 92A Non-Represented	Administrative Assistant III Item No. 0889A NM 85K Represented
2	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	1 - Administrative Assistant II Item No. 0888A NM 81K Represented
		1 - Administrative Assistant III Item No. 0889A NM 85K Represented

The subject Administrative Services Manager III position oversees the Administrative Services Bureau (ASB), Management Services Unit, where it supervises five direct reports including two subordinate supervisors, and has indirect oversight over 13 positions in the daily activities of the unit. The unit is responsible for planning, assigning, and evaluating work of staff; developing and implementing strategic goals; handling the most complex/sensitive tasks and assignments such as Board inquiries, Public Information Act requests, and employee discipline and corrective action plans. Based on the duties and supervisory responsibilities assigned, this position meets the allocation standards for Administrative Services Manager II, a class which supervises a unit of analysts performing a full range of difficult to complex analytical assignments within administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager II.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**MENTAL HEALTH (cont'd)**

The subject Chief, Administrative Services Bureau, Mental Health position oversees, through subordinate supervisors, the department's Administrative Services Bureau, which includes the Materials Management, Facilities Management/Space-Planning, and Management Services Units. The subject position meets the allocation standards for Administrative Services Manager III, a class which has responsibility for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing services in administrative functional areas. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The subject Health Program Analyst I position is assigned to the Management Services Unit. The primary responsibility of the position is to investigate allegations of employee and contractor fraud. The duties include preparing comprehensive reports of findings, conducting interviews with subjects and witnesses, and coordinating with departmental Civil Service Representatives and representatives of County and outside counsel to prepare substantiated cases. The duties and responsibilities meet the allocation standards for Administrative Assistant III, class that functions as an administrative generalist in the central administrative unit of a County department to independently analyze and make recommendations for the solution of highly-complex management problems. As such, we are recommending downward reclassification to Administrative Assistant III.

The first Intermediate Typist-Clerk position will oversee the ASB Space Planning Unit. The position will be responsible for directing and overseeing space-development projects, conferring with departmental representatives of the Chief Executive Office, Public Works, and Internal Services Department to review construction design and progress and resolve problems as needed, and making recommendations to management based on standard design elements and cost-benefit analysis. The duties and responsibilities meet the allocation criteria for Administrative Assistant II, a class which functions as an administrative generalist in the central administrative staff organization of a County department to analyze and make recommendations for the solution of a variety of operational problems having significant consequences in terms of cost, efficiency, or public service. Therefore, we recommend upward reclassification to Administrative Assistant II.

The second Intermediate Typist-Clerk position will provide overall administrative support to the management of the department's facilities-security program. The duties include analyzing, monitoring, and making recommendations in connection with the department's facilities-security budget, security contracts, service requests, post orders, and complex and highly-sensitive matters; consulting with Sheriff's Department, County Services Bureau, Office of Security Management, and outside law enforcement agencies; developing and writing security-related policies and procedures; and training departmental staff on security-related topics. As the position meets allocation standards for Administrative Assistant III as mentioned above, we recommend upward reclassification to that level.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Assistant Staff Analyst, Health Services Item No. 4595N NM 93A Non-Represented	Senior Contract Program Auditor Item No. 4615N NM 93A Non-Represented
1	Secretary IV Item No. 2097A NMV 73H Represented	Secretary III Item No. 2096A NMV 71H Represented
1	Secretary IV Item No. 2097N NMV 73H Represented	Secretary III Item No. 2096N NMV 71H Represented
1	Senior Physician Item No. 5456N N42 E06 Non-Represented	Chief Physician I Item No. 5457N N42 E07 Non-Represented

The subject Assistant Staff Analyst, Health Services position is currently assigned to the Division of Chronic Disease and Injury Prevention, Contracts and Grants Unit. It reports to a Staff Analyst, Health and is responsible for supervising Contract Program Auditors who are conducting administrative and programmatic audits and evaluation of contractual services. The position meets the allocation criteria for Senior Contract Program Auditor, a class which supervises a staff of Contract Program Auditors engaged in monitoring and evaluating health services provided by private agencies with County contracts. Therefore, we recommend lateral reclassification to Senior Contract Program Auditor.

The subject Secretary IV positions are also assigned to the Division of Chronic Disease and Injury Prevention. One of the positions reports to an Administrative Services Manager III who serves as the Division's Chief of Programs and Policy. The second Secretary IV reports to a Senior Physician (being recommended for reclassification to a Chief Physician I) who serves as the Division's Deputy Director. Secretarial allocations throughout the County are based primarily upon the level of manager to whom the secretary is assigned as well as the department's size. The subject positions meet the allocation criteria for Secretary III. This class typically functions as secretary to the head of a major section in a large and complex County department. In contrast, a Secretary IV typically functions as secretary to the head of a major section in a very large and complex County department. Therefore, we recommend downward reclassification to Secretary III.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)**

**PUBLIC HEALTH – PUBLIC HEALTH SERVICES(cont'd)**

The subject Senior Physician position is assigned to the Division of Chronic Disease and Injury Prevention and reports to a Chief Physician II. The position serves as Deputy Director and directs the division's key administrative and operational processes including matters related to public relations, health education, program development, and strategic planning. It also oversees the planning and operation of health programs such as Cardiovascular and School Health, Clinical and Other Preventive Services, and Office of Senior Health, as well as the Division's Research and Evaluation Unit and Information Systems and Informatics Unit. The subject position meets the allocation criteria for Chief Physician I, a class that has immediate responsibility for planning, coordinating, and evaluating specialized health programs on a County-wide basis. Therefore, we recommend upward reclassification to Chief Physician I.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****PUBLIC LIBRARY**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
4	Librarian I Item No. 8334A NM 82E Represented	Librarian II Item No. 8335A NM 84E Represented
4	Librarian II Item No. 8335A NM 84E Represented	1 - Librarian I Item No. 8334A NM 82E Represented
		3 - Librarian III Item No. 8336A NM 86E Represented
3	Librarian III Item No. 8336A NM 86E Represented	Librarian IV Item No. 8337A NM 88E Represented
3	Librarian IV Item No. 8337A NM 88E Represented	1 - Librarian III Item No. 8336A NM 86E Represented
		2 - Librarian V Item No. 8339A NM 90E Represented

The subject Librarian positions are assigned to locations throughout Los Angeles County and are allocated based on vital statistics from the Library Grouping System (LGS) Report. The LGS Report indicates some libraries were upgraded due to new construction or expanded square footage that resulted in additional service hours and staffing in the respective communities.

Changes to the duties and scope of responsibility assigned to the Librarian classifications are consistent with the overall services and programs of the department. Therefore, we are recommending upward and downward reclassification of 14 Librarian positions to Librarian I, II, III, IV, and V.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (Cont'd)****PUBLIC SOCIAL SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
15	Eligibility Worker II Item No. 9179A N3MW 68A Represented	Accounting Technician II Item No. 0643A NM 72F Represented

The subject positions are assigned to the Bureau of Administrative Services, Fiscal Operations Division, and are responsible for performing technical accounting work in the areas of general accounting, accounts receivable, and expenditures and accounts payable as well as compiling various accounting reports for management. The positions will supervise accounting clerical staff including monitoring staff performance and assignments. The positions will be located within the General Accounting, Revenue and Fund Management, and the Accounts Receivable accounting units and will be supervised by professional accountants and accounting officers.

The duties and scope of responsibility are more consistent with the classification of Accounting Technician II, a class that supervises accounting technical and clerical personnel and personally performs the more complex technical accounting work. Accounting Technician II positions perform duties of an accounting or related area including general accounting, expenditures accounting, accounts payable, accounts receivable, and cost and fund accounting. Incumbents in this class may prepare journal vouchers, compile routine statistical reports, and cost and operating reports as well as review trial balances of accounts and reconcile to the Countywide Accounting and Purchasing System (eCAPS). Therefore, we recommend the upward reclassification of the 15 Eligibility Worker II positions to Accounting Technician II.